

How to Type and Turn in a Perfect Assignment

There will be many times when you will be asked to type up your final copy of an assignment for this class or other classes. Here are some helpful hints that will prevent you from being asked to do it over and receiving a late penalty.

- Use an easy-to-read, 12-point font. Century Gothic, Times New Roman, Garamond, and Calibri are good choices and use less ink when printing, so you actually save your parents money when you use any of those fonts. ☺
- Set your margins to one-inch on the top, sides, and bottom. Go to Format and Document to change the setting.
- Type your heading **single-spaced and right-justified**. It should include your first and last name on the first line, due date on the second line, teacher's name and class period on the third line (separated by a hyphen), and the type of assignment on the fourth line (see above).
- Double space after the heading and give your paper a title. The title should be **centered** and slightly larger in font than the rest of your assignment. Do not underline or put your title in quotation marks. (The title of this resource page is in a 16-point font).
- Double space after the title to begin the body of your assignment, either **left-justified** or **full-justified**. (The body of this resource page is full-justified.) Remember to return to 12-point font. Indent each paragraph. Do not double space between paragraphs.
- Your assignments should be 1.5 or double-spaced. *Follow the directions of your teacher for specific guidelines for the particular assignment.*
- Remember to always spell-check and grammar-check your document before you print!